

**Indiana SPF SIG
Training and Outreach Workgroup Meeting
April 30, 2007**

Attending: Eric Wright, Eric Martin, Marcia French, Kim Manlove, Janice Lee, Jessica Parks, Rebecca Smith, Lisa Hutcheson, Paula Parker-Sawyers

Minutes – previous meetings minutes (April 17) were distributed and approved

SPF SIG Process

Marcia gave an update on the SPF SIG process. All 25 grants have been reviewed by the expert review panel and will be scored by peer review panel. John Viernes was added to the list of peer reviewers because of the illness of one of the members of the review panel. All applicants and reviewers will be identified with a number to keep the anonymity of the process.

The GAC will meet on May 1 to decide whether or not to fund 10 or 12 applicants and will be given information on which ones have been recommended for funding – identified by number only. That recommendation once made, will go to Cathy Boggs for approval and then to the Office of the Governor. The Governor's office could decide to delay the announcement of the recipients based on scheduling. The awards will be announced by mid-May or sooner.

MVOV Conference

The dates for the MVOV conference are August 1-2. SPF SIG can have a track but the workshops must be able to be universally applied. Marcia, Mary, and Paula will meet to determine what topics will be offered and who will do the workshops.

Bench Marks

The following is the ideal timeline for SPF SIG grant awards process:

May 11 – during this week grant awards will be announced

May 14 & 15 – contract negotiations with SPF SIG awardees (all negotiations completed will also include updating their organizational assessment)

May 18 – final date for contracts to be submitted to DOA

June – contracts proceed through the state's financial process

July 1 – awards made

July 2 – first mandatory training for SPF SIG awardees

July 9 – site visits to all recipients (Kim and team will visit southern recipients, Marcia and team will visit northern recipients)

Training Content

Training team: IPRC staff, Marcia, Kim, Eric Wright

The majority of the morning will be targeted to the administrative staff of the grant – financial person, program director (the financial person may leave after the morning session, but all other staff are expected to remain). From 10-12 there will be a brief overview of SPF SIG and the process (what is expected, what the grantees must do

administratively and programmatically to receive and maintain the grant). This will give grantees a clear understanding of what is going to be expected from them.

Lunch from 12:00 – 12:45 (at their own expense)

The afternoon, from 12:45 – 4, will focus on developing the LEOW and the LAC in their communities. Additional information will be given on program development and program deliverables. Marcia will coordinate location and also sending materials to all SPF SIG recipients before the training so they can reference their materials.

Marcia has developed a “benchmark” checklist for all of the recipients. During the site visits, staff will address benchmarks and how recipients plan to meet them.

Next meeting: May 15th , 8:30 in the DMHA conference room

Submitted by: Lisa Hutcheson